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INSTRUCTIONS FOR APPROVED RENEWAL UNIT ANNUAL PROVIDERS

Step	Action	Description of Action
1	Ensure that the course content meets requirements	Is the activity: <ul style="list-style-type: none"> • A planned and structured experience? • Of benefit to the certificate holder's professional development? • An exposure to a new idea or skill or an extension of an existing idea or skill?
2	Calculate the number of renewal units to award	The program must be at least one hour in length. Do not include the lunch hour unless it is a working lunch. Renewal units must be calculated in whole numbers only. <ul style="list-style-type: none"> • 1 hour of contact time = 1 renewal unit • 1 hour & 30 minutes of contact time = 1 renewal unit • 1 hour & 45 minutes of contact time = 2 renewal units
3	Issue the certificates to participants	Complete your portion of the renewal unit certificate: <ul style="list-style-type: none"> • In-service Title • Name of Instructor • Approved Provider Name (organization – not person) • First Day of In-service (date) • Business Telephone • Renewal units earned • Signature of Provider or Designee <hr/> Issue the renewal unit certificates at the end of the event. Depending on your office procedures, you may want to make it clear to the participants that you are under no obligation to issue duplicates after the close of the session. The educator is responsible for maintaining a file of his or her professional development activity.
4	Complete and send the Annual Report	Each summer, OPI will email you a reminder notice and a copy of the annual report form. We report all renewal unit activities to the Board of Public Education. Once a correct and accurate report is received, your provider status will be renewed. The following specific information is required for the annual report: <ul style="list-style-type: none"> • Date of Event • Academic Area • Title of Event • Location of Event • Number of Units Awarded • Number of Certificates Issued
5	Maintain Records	Annual providers are required to maintain records for one year following the annual reporting period. <i>NOTE: Montana's educators renew their licenses every five (5) years. It can be expected that an educator may come to you at the time they renew their license to request a duplicate certificate. You are not under any obligation to do so.</i>

Additional information is available from the Educator Licensure Division

Website: www.opi.mt.gov/cert

Email: cert@mt.gov

Telephone: (406) 444-3150

Fax: (406)-444-3924